

Prairie State Legal Services
Job Opportunity Announcement
Part-Time Telephone Counseling Attorney
West Chicago, IL

Prairie State Legal Services is a not-for-profit legal aid organization that provides civil legal aid services to the poor, elderly, and people with disabilities. Prairie State has 12 offices serving 36 counties throughout northern and central Illinois. Prairie State focuses services on legal problems that impact the ability of our clients to meet their basic human needs, including physical safety, access to healthcare, adequate housing, and similar needs. It is the only legal aid organization in the majority of its service area. Annually, PSLS handles over 22,000 applications for legal help and serves over 16,000 clients, with primary intake and legal advice services centralized via our telephone counseling service. We pride ourselves on fostering a work environment that is motivating, collaborative, and fun, with plenty of opportunities for professional growth. More information is available on our website at www.pslegal.org

The Telephone Counseling Service includes non-attorney intake specialists and attorneys who qualify applicants for service and provide legal advice by phone on a variety of civil legal issues, including housing, family, public benefits, and education and consumer law. The Telephone Counseling Attorney will interview clients, assess legal issues, and provide advice to clients by phone only. The attorneys also refer clients for additional service within PSLS where resources permit and outside of PSLS as appropriate. This is a part-time position, and the required hours are 9am-2pm Monday through Friday. Telephone Counseling Service staff are working remotely due to the pandemic, and this position will be remote for the foreseeable future.

Responsibilities

Among other duties as assigned, the Telephone Counseling Attorney will:

- Interview and advise clients calling from throughout our service area who are in need of assistance with diverse legal issues
- Evaluate clients' legal issue, conduct research while the caller is on the telephone, and provide legal advice relevant to the clients' needs
- Exhibit a high level of personal energy, organization, and commitment to the position and the PSLS mission

Salary and Benefits

The Telephone Counseling Attorney position is part-time at 25 hours per week, and compensation is \$25.12/hour. PSLS is committed to providing generous benefits to its part-time employees that include:

- Vision insurance
- 403b Retirement Plan including employer contributions
- PTO that starts at 3 weeks/year and increases with additional years worked
- Paid sick leave
- 6 weeks of paid parental leave after one year of employment
- Extensive training and education program

Qualifications

- Must be seeking part-time work, and must be available during the hours of 9am-2pm, Monday through Friday
- Currently admitted to the practice of law in the State of Illinois, or admitted in another state and eligible for reciprocity in Illinois
- Strong interpersonal skills
- Excellent oral/written communication, research skills, and computer competency
- Ability to work effectively as a team member
- Candidates who are Spanish-English bilingual are highly preferred

Application Details

Please indicate "Telephone Counseling Attorney" in the subject line and email a letter identifying your office preference and explaining your interest and experience, resume, three references, and a short writing sample (no more than 10 pages) to careers@pslegal.org.

Resumes accepted until positions are filled.

Prairie State Legal Services is committed to creating a diverse and inclusive working environment and is proud to be an equal opportunity employer. We recruit, employ, pay, and promote qualified applicants and employees without regard to race, ethnicity, color, religion, gender, gender identity, expression, or presentation, sexual orientation, national origin, genetics, disability, age, or any other legally protected status.

The Organization

Prairie State Legal Services is a not for profit civil legal aid organization that has served northern and central Illinois for more than 40 years. We have a staff of over 175 persons including training and litigation staff with extensive experience. Our 36 county service area includes rural communities, suburban areas, and mid-size urban cities which necessitates the development of diverse strategies and we encourage our staff to cultivate and utilize creative approaches to reach and serve our client population. PSLS encourages its staff to use their creativity in developing strategies for reaching our client population and in working with other community agencies. We strive to provide an array of services responsive to the needs of our clients. More information is available on our website at www.pslegal.org.